



Clerk to the Council
Suite 23 Liberty House
Greenham Business Park
Greenham, Berkshire RG19 6HW

clerk@greenham.gov.uk
www.greenham.gov.uk
Tel: 01635 564900

**MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 5TH JUNE 2018
AT 7:30PM AT LIBERTY HOUSE, GREENHAM BUSINESS PARK**

Meeting commenced at 7:31pm

No members of the public were present

Attendees: Cllr Jones (Chair), Cllr Vickers (Vice Chair), Cllr Neale, Cllr Puffett,
Cllr Griffiths, Cllr Austin, Cllr Barnett

27 Apologies for Absence

Cllr Swift-Hook, Cllr Finn, Cllr Drummond, Cllr Abbs, Cllr Gage, Cllr Jay, Cllr Thomas, Cllr Sudra

**28 Declarations of Interest, Statements of Position and Dispensations,
To receive any Declarations of Interest and Statements of Position by
Councillors.**

None

29 Approval of Minutes

Approval of Minutes of Council Meeting held on Wednesday 9th May 2018 - deferred until 13/06/2018

30 Public Session

No questions received.

31 Staffing

- a) **To approve** staffing plans for the replacement of the Clerk
This item has been moved to PART II of the minutes

1. Other items for information or for possible inclusion on a future Agenda

For information only – no decisions can be taken.

None

Proposal: To change the agenda and add a Part II to the agenda to discuss staffing issues

- 1) Cllr Jones
- 2) Cllr Puffett

All in favour

FUNVAL

PART II

32 Staffing

To approve staffing plans for the replacement of the Clerk

Cllr Barnett - Enquired about processes that would be taken over by the clerk and highlighted major issues that are in the future, for example Planning developments.

Cllr Jones - Highlighted Acting Clerks knowledge of process areas.

Cllr Austin - Also highlighted Planning as an issue in the future and an increased population in the parish council

Cllr Puffett - Also agreed that future Planning is required for Greenham Parish Council

Cllr Neale - Would like to employ a Full time Clerk

Cllr Austin - Suggested some Admin Support for the Clerk

Cllr Puffett - Proposed that we employ a Deputy clerk to assist at Greenham Parish Council.

A vote was taken to approve the recruitment of Mrs L Blake as the new clerk, subject to a three-month probationary period.

1) Cllr Vickers

2) Cllr Jones

All in favour

Mrs L Blake to be employed for a total of 30 hours

Ten hours assistance in the office for the Clerk, title to be clarified

Cllr Barnett highlighted the need for a deputy clerk and the need to cover for the Clerk

A vote was taken to approve the future recruitment of a Deputy Clerk to assist the Clerk

1) Cllr Vickers

2) Cllr Jones

All in favour

Meeting concluded at 8:10pm